



Naval Education and
Training Command

NAVEDTRA 43100-2C
November 2006



PERSONNEL QUALIFICATION STANDARDS

MODEL MANAGER'S GUIDE

DISTRIBUTION STATEMENT B: Distribution authorized to U.S. Government agencies only due to administrative/operational use on 1 January 2006. Other requests for this document must be referred to the Commanding Officer, Naval Personnel Development Command, N7, 9549 Bainbridge Ave., Norfolk, Virginia 23511-2518.

Although the words “he,” “him,” and “his” are used sparingly in this manual to enhance communication, they are not intended to be gender driven nor to affront or discriminate against anyone reading this material

Contents

INTRODUCTION	iv
PART 1 - PQS PROGRAM BACKGROUND	1
SECTION 1 - PQS PROGRAM.....	1
SECTION 2 - TYPES OF MANUALS	1
PQS CATALOG (NAVEDTRA 43100-6)	2
PQS PROGRAM GUIDE (NAVEDTRA 43100-2C)	2
WATCHSTATION PQS	2
COMMON CORE PQS	2
PQS STANDARD ANSWER BOOKS	2
ENLISTED WARFARE SPECIALIST PQS	3
PQS ERRATA.....	3
SECTION 3 - PQS PROGRAM PARTICIPANTS AND RESPONSIBILITIES	3
CHIEF OF NAVAL OPERATIONS (CNO).....	3
COMMANDER, FLEET FORCES COMMAND (CFFC)	4
TYPE COMMANDERS (TYCOMS)	4
NAVAL PERSONNEL DEVELOPMENT COMMAND (NPDC).....	4
NPDC LEARNING CENTERS.....	5
PQS LEARNING CENTER MANAGER	6
SYSTEMS COMMAND (SYSCOMS)	7
COMMANDING OFFICERS/OFFICERS IN CHARGE.....	7
PART 1 SUMMARY	7
PART 2 - PQS MAINTENANCE PROCESS	8
SECTION 1 - CHANGES	8
PQS CHANGE RECOMMENDATION FORMS	8
PREPARING OR REVIEWING PQS CHANGE RECOMMENDATIONS	8
SECTION 2 - PROCESSING ROUTINE PQS CHANGE RECOMMENDATIONS	9
SECTION 3 - PQS "PEN AND INK CHANGE" MESSAGES	9
SECTION 4 - PROCESSING IMMEDIATE CHANGE RECOMMENDATIONS	10
IMMEDIATE CHANGE MESSAGE	10
SECTION 5 - TYPOGRAPHICAL ERRORS	10
PART 2 SUMMARY	11
PART 3 – PQS WORKSHOP SCHEDULING	12
SECTION 1 - PQS REVISION OR DEVELOPMENT REQUEST.....	12
SECTION 2 - ANNUAL PQS DEVELOPMENT AND REVISION SCHEDULE	12
PART 3 - SUMMARY	12
PART 4 - PQS WORKSHOP PROCESS	15
SECTION 1 - LEARNING CENTER PQS MANAGERS RESPONSIBILITIES	15
SECTION 2 - PQS MANAGER'S DUTIES	15
SECTION 3 - WHERE TO HOLD A WORKSHOP	15
SECTION 4 - WHO SHOULD ATTEND A WORKSHOP	16
SECTION 5 - REFERENCE MATERIALS.....	17
SECTION 6 - PQS WORKSHOP CONVENING COMMUNICATION	17
SECTION 7 - FUNDING FOR PQS WORKSHOP ATTENDEES.....	17
SECTION 8 - SME SUBSTITUTION	17
SECTION 9 - NO-COST TAD ORDERS FOR LOCAL SMES	17
SECTION 10 WORKSHOP FACILITY FINAL PREPARATIONS.....	18
SECTION 11 THE PQS WORKSHOP	18
WORKSHOP SCHEDULE.....	18
WORKSHOP HOURS	18

CONTENTS (CONT'D)

WORKSHOP DATES	18
WORKSHOP AGENDA.....	18
COMMENCING THE WORKSHOP.....	19
REVIEWING EQUIPMENT AND PROCEDURE TOPICS FOR PQS WORKSHOP	19
PQS CONTENT DEVELOPMENT.....	19
SECTION 12 - PQS FORMAT AND TECHNICAL CONTENT	20
 PART 4 SUMMARY.....	 20
PART 5 – PQS DEVELOPMENT/REVISION PROCESS.....	22
SECTION 1– PRODUCTION PROCESS.....	22
SECTION 2 - PERSONNEL QUALIFICATION STANDARDS MAINTENANCE CONTINUUM SYSTEM (PQSMCS) SOFTWARE MODULE (PSM).....	23
PART 5 - SUMMARY.....	23
PART 6 - PQS PRODUCTION PROCESS	25
 SECTION 1 - PRELIMINARY REVIEW	 25
SECTION 2 - PQS MANAGER'S PRELIMINARY REVIEW.....	25
SECTION 3 - REQUESTS FOR EXTENSION OF FEEDBACK DEADLINE	26
SECTION 4 - CONSOLIDATE THE FEEDBACK SUBMISSION.....	26
SECTION 5 - PQS DISTRIBUTION.....	26
SECTION 6 - NEW PQS ANNOUNCEMENT MESSAGE	26
SECTION 7 - DISTRIBUTION OF PQS BOOKS	27
 PART 6 - SUMMARY	 28

INTRODUCTION

This manual, the PQS Manager Guide, describes the Manager's responsibilities relevant to the maintenance, development, review, and distribution of PQS publications. This guide also defines Naval Personnel Development Command's (NPDC) role in assisting the PQS Program participants.

Additionally, this handbook provides guidance and helpful information relevant to other areas of the PQS Program. Although this handbook mainly addresses the duties and functions performed by the Manager, other personnel involved in the management or implementation of a PQS Program, such as command PQS Coordinators, instructors, and qualifiers could also find this handbook useful.

PART 1 PQS PROGRAM BACKGROUND

PART 1 - PQS Program Background

The Personnel Qualification Standard (PQS) program is a qualification system for officers, enlisted personnel and civilians to use when certification of a minimum level of competency is required prior to qualifying to perform specific duties. A PQS is a compilation of the minimum knowledge and skills, and task that an individual must demonstrate in order to qualify to stand watches or perform other specific routine duties necessary for the safety, security or proper operation of a ship, aircraft or support system. The objective of PQS is to standardize and facilitate the qualification process.

The goal of the PQS program is to maintain fleet readiness by providing fully qualified watchstanders who have met or exceeded the minimum standards for this watchstation. The principal focus of PQS development is to standardize and facilitate operator watchstander qualification in naval ships, squadrons and ashore by detailing the skills necessary to qualify for a specific watchstation, or to perform as a watch team member in ships and aircraft.

PQS shall not duplicate or substitute for any schoolhouse, GMT, in-rate, or other training that the sailor is required to attend prior to qualification, however there must be a method for the sailor to be able to review the content to remain competent in the knowledge. PQS is not required where formal training leading to the awarding of an officer designator code, or a Navy enlisted classification (NEC) exists.

A PQS is intended to present the terminal objectives of a training program that combines formal training with informal command organized training. The primary responsibility for training rests with established training/support activities and traditional "senior-to-subordinate" instruction, on-job-training, and supervision. The PQS program allows trainee self-study in preparation for supervised practice. It is intended to promote initiative and responsibility by providing the trainee with specific objectives, job relevant training requirements, and a list of readily available references and resources. The ultimate goal of a PQS is to produce a functional competent and proficient watchstander.

Section 1 - PQS Program

Personnel Qualification Standards is an established program used throughout the Navy. The program is intended to provide Qualification Standards and a method of record keeping for professional and safe training. It is widely used in the air and surface communities, as well as a number of smaller communities and the Coast Guard. PQS use is mandatory in units to which an applicable PQS is available, except as may be suspended by Fleet Commanders with concurrence of the Chief of Naval Operations (CNO). It is not applicable to Nuclear Propulsion or the Fleet Ballistic Missile Weapons Systems. OPNAVINST 3500.34 (Series) is the governing instruction containing policy, procedures and responsibilities for the PQS Program.

Section 2 - Types of Manuals

With the exception of OPNAVINST 3500.34 (Series), all PQS publications are part of the Naval Education and Training Manual Program and each manual is assigned a unique NAVEDTRA number.

There are currently three basic types of PQS Manuals in distribution, which comprise the bulk of the PQS inventory. These are Traditional Watchstation PQS, Common Core PQS and Enlisted Warfare Specialist PQS. Additionally, two types of PQS Program Information publications are distributed to provide program guidance and product availability information to PQS users and managers within the fleet: the PQS Catalog, and the PQS Manager's Guide (this publication).

Each Standard is a structured and formalized on-the-job training syllabus that is based on skill objects separated by proficiency levels (apprentice, journeyman and master). Developing PQS requires focusing first on Fundamentals and Systems. These sections teach operating theories and principles and

PART 1 PQS PROGRAM BACKGROUND

how the equipment functions and interfaces with other equipment during normal operation. With this knowledge in hand, the trainee will be better prepared to identify potential problems and take the proper corrective action while performing the job related tasks in the actual Watchstation or Aircrew Evolution section that complete the PQS.

A short description concerning each type of PQS manual is provided in the following paragraphs.

PQS Catalog (NAVEDTRA 43100-6)

The PQS Catalog contains a list of all effective PQS manuals, sorted by NAVEDTRA number, by PQS Titles, and by Center/Model Managers. The PQS Catalog is continuously updated on the PQS Web Page.

PQS Manager's Guide (NAVEDTRA 43100-2C)

The purpose of the PQS Manager's Guide is to describe the PQS Program and to provide guidance for its implementation and management as an element of the overall training program for operational units of the Navy. The procedures and information is provided as guidance. Consult NPDC and applicable Fleet, TYCOM, and other directives for current policy. Additionally, the PQS Manager's Guide is intended to provide PQS Managers and their designated representatives with an orientation of the complete PQS Program, including the PQS development process and revision actions required during the life cycle of a PQS.
Officer & Enlisted Watchstation PQS

Watchstation PQS

A Watchstation PQS is the most common type of PQS in distribution, representing a composite of operational experience requirements produced by SkillObjects, a cross-section of Subject Matter Experts (SMEs), and identification of references and publications the trainee needs in order to obtain the required information. It presents detailed performance requirements in a systematic format requiring the trainee to demonstrate a reasonable amount of knowledge comprehension and skill proficiency. It provides the trainee with a convenient record of accomplishment while simultaneously providing the supervisor a means of monitoring trainee progress toward watchstation qualifications.

Common Core PQS

Common Core PQS are similar to the traditional Watchstation PQS in style and layout, however they cover a much broader knowledge base of equipment and watchstations than the traditional PQS. Typically, a Common Core PQS compiles similar equipment topics previously contained in several different PQS, providing a single source Qualification Standard for the topic. For example, the Engineering Common Core PQS contains topics on Lube Oil Quality Management utilized on all classes of ships, which were previously included in separate PQS for each ship. Common Core PQS are available for Radio Communications, Engineering Fundamentals, Combat Information Center, and Warfare specialties.

PQS Standard Answer Books

Standard Answer Books are no longer supported by PQS Development Group. Since all standards are referenced to a specific chapter and Warfare PQS are referenced to a specific page, the use of a SAB is no longer required.

PART 1 PQS PROGRAM BACKGROUND

Enlisted Warfare Specialist PQS

This series of PQS were developed to support the Enlisted Warfare Specialist designation programs promulgated by OPNAV Instructions. Each series is composed of a Common Core PQS and a variety of Unit Specific PQS for each particular type of ship, squadron, or command authorized to award Warfare Specialist designations within the community.

Common Core

The Warfare Specialist Common Core PQS developed for each Warfare Community contains the basic fundamental skills, knowledge and equipment descriptions that are shared by all of the platforms and commands in that community. For example, The EAWS Common Core PQS contains numerous qualification topics concerning ashore airfield layout and operations, but doesn't address flight deck operations. This is because all aviation squadrons are based ashore at some period in their deployment and training cycle, but due to aircraft configuration, not every squadron operates from flight decks. The flight deck topic would be contained in a Unit Specific PQS developed for each type of Squadron. This concept is repeated for PQS series developed for the remaining Warfare Communities. There are currently three Common Core PQS supporting the Enlisted Warfare Specialist designation program: EAWS Common Core, ESWS Common Core and SCWS Common Core.

Type or Unit Specific

Each Enlisted Warfare Specialist Type or Unit Specific PQS contains the specific equipment topics, as well as supporting fundamental skill and knowledge topics that are unique to each particular platform. Also, the Type or Unit Specific PQS contains discussions of the command mission and the task assignments that demonstrate practical ability to perform the qualification duties. There are approximately sixty different Type Specific PQS that support the EAWS, ESWS and SCWS Enlisted Warfare Specialist designation programs.

PQS Errata

A PQS Erratum is a change announcement of limited scope that is issued to correct an error in a specific PQS. It is emergency in nature and only issued where a process or procedure identified in the Standard has true potential to cause severe personnel injury, death, or severe damage to equipment if the process remains unchanged. A PQS Errata change will affect only copies of the PQS that are distributed electronically by NPDC in the future. It will not affect those PQS already in the hands of the user.

The availability of a PQS Errata Change for a PQS Manual can be easily identified in the PQS Catalog by the presence of a second entry with the same NAVEDTRA number, but followed by the extension "/ERR" after the NAVEDTRA number.

Section 3 - PQS Program Participants And Responsibilities

The participants of the PQS Program range from CNO staff down to the individual Learning Center PQS Managers and PQS Qualifiers. For the purpose of this Guide, we will focus on the Learning Center PQS managers who are involved with the development and maintenance of the PQS Program.

The following participants establish the policies that control the PQS Program, determine the need for PQS development and revision, and monitor fleet requests for changes to the PQS to ensure that the Qualification Standard remains pertinent and effective.

Chief of Naval Operations (CNO)

PART 1 PQS PROGRAM BACKGROUND

(1) OPNAV Program Sponsors reviewing draft Navy Training Systems Plans (NTSPs) shall ensure these plans adequately address PQS development or revisions for new aircraft and ship classes, systems, and equipment.

(2) The Director of Naval Personnel Development Command (NPDC) will plan and program resources necessary to operate and administer the PQS requirements as needed by TYCOMs and NTSPs.

Commander, Fleet Forces Command (CFFC)

CFFC will review Navy Training Plans to ensure that the Learning Centers provide standard, accurate PQS Programs in the fleet.

Type Commanders (TYCOMs) will:

- (1) Review draft NTSPs to ensure fleet requirements for PQS development are included for new aircrafts, ship classes, systems, and equipment.
- (2) Approve and forward to the appropriate Learning Center urgent PQS changes to meet emergent fleet requirements.
- (3) In conjunction with NPDC and Systems Commands (SYSCOMs), ensure availability of fleet PQS subject matter experts (SME) to support scheduled workshops.
- (4) Review all preliminary PQS development, new and revised. When multiple TYCOMs are involved, each is responsible for review of new or revised PQS.

Naval Personnel Development Command (NPDC) will:

- (1) Serve as Program Manager for the PQS program
- (2) Provide PQS program oversight and guidance
- (3) Establish priorities for the PQS program
- (4) Assign PQS responsibility to the appropriate Learning Center.
- (5) Ensure Learning Centers give input for annual PQS workshop schedule. Publish the workshop schedule in August for the next fiscal year.
- (6) Ensure that PQS workshops are conducted by the Learning Centers per the annual requirements call and published schedule. Final PQS workshop approval will only be granted within the established funding and resource parameters. PQS workshops outside of the approved funding limits may only be conducted if resources by the requesting activity and if qualified SMEs and facilitators are available.
- (7) In coordination with TYCOMs and SYSCOMs, ensure availability of PQS SMEs to support scheduled workshops
- (8) Approve all PQS prior to publishing to the website.
- (9) Budget for and fund the PQS Program.

PART 1 PQS PROGRAM BACKGROUND

- (10) Quarterly or annually review PQS program procedures to improve development, maintenance, and distribution of PQS products.
- (11) Support SYSCOMs in determining the task and skill analysis data requirements to develop PQS for new acquisition/construction units.
- (12) Ensure development of reusable learning objects to support the 100/200 basic levels of knowledge incorporating them in the learning continuum.

NPDC Learning Centers

- (1) Designate a PQS Manager to administer the PQS program at the center
- (2) Maintain designated PQS, ensuring relevancy, currency, and technical accuracy
- (3) Revise the PQS program in response to fleet requirements
- (4) Ensure PQS is part of the training continuum qualification for specific duties and that it remains current
- (5) Ensure PQS qualification requirements contain the minimum knowledge and skills necessary to qualify
- (6) Forward all new or revised PQS to TYCOMs and NPDC for approval prior to distribution
- (7) Ensure all PQS is tied to curriculum and skill object development to support the RiT
- (8) Solicit, review and compile recommended PQS changes from the fleet on a continuing basis
- (9) Issue interim PQS changes to applicable users in a timely manner
- (10) Schedule and convene reviews and workshops for new PQS
- (11) Provide NPDC with up-to-date point of contact information upon assumption of PQS manager duties
- (12) Coordinate with NPDC to update existing PQS manuals
- (13) Review PQS, request that NPDC post as Preliminary, and coordinate feedback from the fleet
- (13a) Send preliminary PQS to TYCOM for review and approval
- (14) Forward new and revised final PQS to NPDC for posting on PQS website
- (15) Forward New PQS Availability messages to the fleet

PART 1 PQS PROGRAM BACKGROUND

Example PQS Manager Point Of Contact Information Message

```
R 170903Z JUN 97
FM CNE NORFOLK VA//N7//
TO NPDC NORFOLK VA//N7//
BT
UNCLAS //N03500//
MSGID//GENADMIN/CNE//
SUBJ/PQS MANAGER POINT OF CONTACT INFORMATION FOR NAVEDTRA 43XXX-XX, (TITLE) PERSONNEL QUALIFICATION
/STANDARD//
REF/A/GENADMIN/COMLANTFLT/211535ZMAY97//
NARR/REF A IS ASSIGNMENT OF PQS MANAGER DUTIES TO ORIG COMMAND.//
POC/HENDRICKS/GMCM/-/FCTCLANT/TEL:DSN 555-5555/TEL:COMM(555)555-5555//
RMKS/1. IAW REF A, ORIG POC FOR MATTERS DEALING WITH SUBJ PQS IS PROVIDED AS FOLLOWS:

RANK/RATE: GMCM LAST, FIRST NAME: HENDRICKS, RONALD
COMMAND MAILING ADDRESS: COMMANDING OFFICER, BOX 9876, 1234 HAMPTON BLVD, NORFOLK, VA
23456-1234
COGNIZANT COMMAND MSG PLAD/OFFICE CODE: FCTCLANT NORFOLK VA N724
DSN PREFIX: 565
COMM PHONE: (757)555-5555
ALT COMM PHONE: (757)555-1111
COMM FAX: (757)555-2222
OFFICIAL E-MAIL ADDRESS: HENDRICKS(UNDERSCORE)AT(UNDERSCORE)FCTCLANT(AT)SMTP.FCTCLANT.NAVY.MIL

2. REQUEST THAT ALL MESSAGE TRAFFIC CONCERNING PQS MANAGER ACTIONS FOR SUBJ PQS ALSO BE ADDRESSED TO THE
FOLLOWING CNE NORFOLK VA OFFICE CODES: N00A, N7, N71.//
BT
```

PQS Learning Center Managers

1. Using the PQS Catalog (NAVEDTRA 43100-5 Series), determine if there is a current Personnel Qualification Standards that support the platform or system.
2. Identify PQS books that have commonalities across the center's domain and consolidate those watches into one. All others that can not be consolidated can be stand alone PQS.
3. Sort PQS by Proficiency Levels (Apprentice, Journeyman, Master)
4. Match the tasks with a formal Program of record (tech manuals, operator manuals, Personnel Performance Profile (PPP) tables, Engineering Operational Sequencing System (EOSS) index pages, etc.
5. Verify references for 100 and 200 sections
6. Create master list of fundamentals and systems in glossary
7. Use existing Watchstation Title for new PQS
8. List all newly created PQS Watchstations in glossary
9. Create a Path of Qualifications Page for each rating If applicable
10. Verify that all systems listed in the Glossary are used at least once in existing watchstations
11. Identify all previous PQS NAVEDTRA numbers that will be deleted after implementation
12. Link PQS line items to SkillObjects that tie into a sailor's certifications and qualifications displayed on the 5VM
13. Schedule PQS workshops to validate new PQS
14. Identify and coordinate, as feasible, SMEs to attend PQS development workshops
15. Assist in writing the required PQS.
16. Review and edit the draft PQS for technical accuracy
17. Send draft to NPDC for posting on the PQS Website to be reviewed by the fleet for 30 days
18. Send PQS to appropriate TYCOM's for review and approval
19. Coordinate feedback and send final PQS to NPDC for approval and posting to the PQS Website

PART 1 PQS PROGRAM BACKGROUND

Systems Commands (SYSCOMs)

1. In conjunction with TYCOMs and NPDC, ensure availability of acquisition PQS SMEs to support scheduled workshops.
2. Serve as new acquisition PQS
3. Managers.
4. Include PQS as an integral part of the Human Systems Integration (HIS) process.
5. Adopt existing PQS, as appropriate, from Learning Center Model managers to support PQS requirements in a new aircraft, ship class, system, or equipment.
6. Identify new PQS requirements, and ensure they are included in the annual PQS workshop schedule.
7. List all applicable PQS and PQS development and/or revision requirements, along with the required delivery dates in the applicable NTSP
8. Provide materials for PQS workshops until sufficient fleet expertise exists/fleet introduction occurs.
9. Transfer Learning Center responsibility of new acquisition PQS to NPDC upon fleet introduction.
10. Review for technical accuracy and adequacy all new acquisition PQS and JQRs related to ship classes, systems, equipment, and weapons system.
11. Incorporate information in technical manuals to enhance their use as PQS qualification reference materials.

Commanding Officers/Officers in Charge

1. Implement and manage their respective PQS program per OPNAVINST 3500.34 SERIES
2. Forward to TYCOMs all JQRs for determination of applicability to multiple units and/or recommendation for use in related training courses and inclusion in the PQS program.
3. Record the completion of PQS in the appropriate training documentation application (RADMIN, NTMPS) for capture in the Sea Warrior's ETJ.

PART ONE SUMMARY

- **OPNAVINST 3500.34 (series) is the instruction that governs the PQS Program**
- **CNO, NPDC provide oversight of the PQS Program**
- **Learning Centers designate PQS Manager and approve any Change of Manager assignments**
- **NPDC approves final PQS and post to PQS Website**
- **Learning Centers control development, review, and revision**
- **Learning Centers must inform NPDC upon designation of PQS Manager**

PART 2 PQS Maintenance Process

Part 2 - Introduction

When designated by your Center as PQS Manager, your initial responsibility is to provide NPDC with your contact information by message, letter or e-mail. As PQS Manager, your main duty includes maintaining PQS to ensure that it remains relevant and procedurally correct. A PQS contains numerous equipment and operation topics that were used in the watchstation when the PQS was developed. The development date is normally the same as the effective date listed on the front cover of the PQS.

Any equipment changes or modification to operating procedures that have occurred since the effective date needs to be addressed by submitting changes to the PQS. The process of gathering, drafting and issuing these changes is called the PQS Maintenance Process. In this section, we will discuss the various methods that you can use to assess the need for a change, issue the change, and determine the need for a complete revision of an existing PQS or the development of a new PQS to address recent equipment/watch responsibilities within your community.

Section 1 – Changes

Once a PQS has been developed, it is the responsibility of the assigned Learning Center PQS Manager to maintain the accuracy of the PQS by consistently reviewing it, asking for SME assistance, as well as assessing the impact of PQS Change Recommendation Forms submitted by fleet users. This includes issuing minor content changes based on modifications to equipment, operating procedures, and/or publication changes. The addition of new Fundamental, System or Watchstation sections via a Change is not allowed. These large-scale modifications must be accomplished using the Revision Process described in this guide.

PQS Change Recommendation Forms

There is a Personnel Qualification Standard Information Report and Suggestion Report (Feedback Form) on the last page in each Standard. Feedback can also be emailed to the Learning Center PQS Manager. It is the Learning Center PQS Manager's responsibility to validate the suggestion and determine if a PQS Change is required. The PQS Manager should attempt to respond to each person submitting a Feedback Form.

Personnel Qualifications Standard Feedback Form for NAVEDTRA XXXXX

From _____ Date _____
Via _____ Date _____
Department Head _____
Activity _____
Mailing _____
Address _____ Email _____
Address _____ DSN _____
PQS _____
Title _____ NAVEDTRA _____
Section _____
Affected _____
Number(s) _____

For faster response, you may email your feedback to NPDC at: gloria.ingram@navy.mil.

Please include the above information so that we may better serve you. Include remarks/recommendations (Use additional sheets if necessary).

Preparing or Reviewing PQS Change Recommendations

PART 2 PQS Maintenance Process

This paragraph is intended to provide guidance to the PQS Manager during the process of receiving and reviewing change recommendations. Do not assume that the author has done his or her homework. You, as the PQS Manager, must take responsibility for ensuring that each change recommendation is accurate prior to reaching the final stages in the approval process. Although the author should confirm each proposed change for completeness, grammar, nomenclature, placement in the PQS, and standardization with other procedures, it is ultimately your responsibility to complete these tasks. If you handle these tasks

early in the review process, you will significantly improve the quality of the change recommendation package and the final publication(s), while reducing the amount of errors to be corrected in the long run.

Section 2 - Processing Routine PQS Change Recommendations

During your assignment as a PQS Manager, you should expect to receive routine change recommendations from other users of your PQS publications. We recommend that you review and process these recommendations as you receive them rather than merely placing them in a file to await the next PQS Workshop. By reviewing and processing the recommendations as they are received, you will avoid many administrative problems and lessen the need to request a PQS Revision Workshop. Be sure that you acknowledge receipt of each change recommendation via PHONCON, email, or letter. Your acknowledgment will encourage users to submit change recommendations as they are originated. This will decrease the need for a PQS Workshop.

Section 3 – PQS Manager “Pen and Ink Change” Messages

Since all PQS are now electronically distributed, minor changes, such as the Model Manager “Pen and Ink” changes can easily be incorporated into the PQS. Make the changes and forward your changes to NPDC. NPDC will have the modified PQS posted on the PQS Web page with a change number included. The “Pen and Ink” change message should then be sent to affect the PQS already in the hands of the user. After the PQS Manager validates the change suggested on a Feedback Form, the manager should determine whether the change should be immediately promulgated to the PQS user community, or if it can be held for incorporation at a PQS Revision Workshop at a future date. A “Pen and Ink” change is a directive that is sent without delay to all users within the PQS community. It directs that users download the new changes or that handwritten modifications be made on every copy of the PQS that is in use, or already on-hand within the PQS user community. The PQS Manager may need to periodically reissue this change (such as annually) to ensure that all in-use PQS are consistent and in line with the master copy on the PQS website.

If you determine that a “Pen and Ink” change to the PQS is required, ensure that your change information is clear and concise. For all changes that add new qualification requirements, ensure that you include an applicable reference that contains the description or answer to your new topic or skill. Send your “Pen and Ink” Change Message to all possible users and info appropriate TYCOMs. The Standard Naval Distribution List, available in your Admin office, can be a useful tool in determining the address lists for your Change Message. An example Pen and Ink Change Message is provided below. This example message is fabricated, and is not intended to modify a real world PQS.

Example PQS Manager Pen and Ink Change Message

R 201504Z MAR 97 ZYB
FM COMPHIBGRU TWO//N8//
TO COMPHIBGRU ONE
COMPHIBGRU ONE//N821//
COMPHIBRON ONE
COMPHIBRON TWO
COMPHIBRON THREE
COMPHIBRON FOUR
COMPHIBRON FIVE
COMPHIBRON SIX
USS BATAAN

PART 2 PQS Maintenance Process

USS KEARSARGE
USS WASP
PCO BONHOMME RICHARD
USS BOXER
USS ESSEX
INFO COMLANFLT
COMPACFLT
BT
UNCLAS //N03500//
MSGID/GENADMIN/COMPHIBGRU 2//
SUBJ/MODEL MANAGER CHANGE TO PERSONNEL QUALIFICATIONS STANDARD//

REF/A/DOC/NETC/01SEP88/DOCSN:43000-0A//
AMPN/REF A IS (EXAMPLE) PQS FOR LHD DISPOSAL STATION OPERATOR.//
POC/WARREN/CDR/COMPHIBGRU 2//TEL:555-5555/TEL:(555)555-5555//
RMKS/1. REQUEST ALL ACTION ADDEES DOWNLOAD MODIFIED PQS, OR MAKE FOLLOWING PEN AND INK CORRECTIONS TO ALL COPIES OF SUBJ PQS IN ORDER TO CORRECT OBSOLETE PRE-REQUISITES TO QUALIFICATION REQUIREMENTS, NEW SKILL REQUIREMENTS, AND NON-EMERGENT TYPOGRAPHICAL ERRORS.
2. ADD FOLLOWING ENTRY TO SECTION 112 REFERENCE LIST: 'D. NAVEDTRA 82911, FLUID POWER'. REFERENCE SUPPORTS CHANGE MADE IN PARA 3 OF THIS MSG.
3. ADD ITEM 112.1.6 AFTER EXISTING 112.1.5 ENTRY. ADD VERBIAGE '112.1.6, HYDRAULIC RESERVOIRS, (REF D, CH. 3), ONE SIGNATURE LINE' TO 112.1.6 ENTRY. HYDRAULIC RESERVOIRS RECENTLY ADDED TO LIFT SYSTEM REQUIRES KNOWLEDGE OF BASIC FLUID POWER PRINCIPLES.
4. CHANGE 203.4.A VERBIAGE 'PRONG' TO READ 'PROLONGED'. TYPO SIGNIFICANTLY EFFECTS CAUTION NOTES CONCERNING LENGTH OF ENGINE OPERATION. REF CITED IN ORIGINAL 203.4.A ENTRY REMAINS RELEVANT AND UNCHANGED.
5. CHANGE 301.1.2 TO READ 'FORKLIFT OPERATOR, NAVEDTRA 43999, WATCHSTATION 301' VICE 'FORKLIFT OPERATOR CLASS C1 SCHOOL'. FORKLIFT OPERATOR C1 SCHOOL DISESTABLISHED MAR 95.
6. FOR ACTION ADDEES: ENSURE COMMAND ESO, PQS COORD, ALL DEPTS/DIVS THAT USE SUBJ PQS, AND SUBORDINATE COMMANDS ARE INFORMED OF THIS CHANGE. REQUEST WIDEST DISTRIBUTION AMONG USER COMMUNITY.
7. FOR NETPDTTC N35: NETPDTTC ISSUED IMMEDIATE CHANGE MESSAGE NOT REQUIRED FOR ANY CHANGE ITEMS IN THIS MESSAGE. MODEL MANAGER WILL TRACK AND RECOMMEND INCORPORATION AT NEXT REVISION OF SUBJ PQS.//
BT

Section 4 - Processing Immediate Change Recommendations

If you determine that a suggested change is urgent in nature (a change that deals with a procedure in a PQS manual, which left unmodified, could cause equipment damage, or personal injury or death) be ready to provide a solution to the situation. Time limits for response to immediate change recommendations are deliberately short to prevent accidents or injuries from occurring while the recommendations are being processed.

Immediate Change Message

This will be issued via naval message to the appropriate users and TYCOM. NPDC will post the modified PQS on the PQS website to ensure that all future copies of this PQS distributed by electronic means include the change.

Section 5 - Typographical Errors

PQS manual publication could contain typographical errors. If the typographical error is benign (for example, the "e" and the "i" are reversed in the word "receive") we recommend making the change and posting it on the PQS website for users that don't already have the PQS book. In this case, don't send a message until the next PQS Revision Workshop, unless other changes are being made on the particular page where the error appears. On the other hand, certain typographical errors can change the entire meaning of a word and should be corrected wherever they stand (for example, "except" can become "expect," or "needles" can become "needless"). This sort of typographical error could lead a newcomer to the watchstation equipment astray, and could result in damage or injury, or worse. In this case it is appropriate to issue a PQS Manager's "Pen and Ink Change" message.

PART TWO SUMMARY

- Learning Centers receive, validate and approve Fleet Feedback forms
- Any Feedback forms received by NPDC direct from fleet users will be

PART 2 PQS Maintenance Process

forwarded to the appropriate Learning Center's PQS Manager for validation and consideration or approval

- For validated and approved feedback submissions, the PQS Manager determines the appropriate level of action: Immediate Change or PQS Manager "Pen and Ink Change"

PART 3 PQS WORKSHOP SCHEDULING

Part 3 - Introduction

Whenever the Learning Center's PQS Manager determines that a sufficient number of PQS Change Suggestions have accumulated, or when a significant equipment change has outdated the PQS, you can request from NPDC that a PQS Revision Workshop be scheduled to update the PQS. The process of submitting PQS Revision/Development Requests and then scheduling PQS Workshops is the Annual PQS Revision Scheduling Process. This section outlines the method of submitting development requests available to the Model Manager to ensure that your community's PQS accurately reflects the equipment and procedures in use today.

Section 1 - PQS Revision Or Development Request

The decision to develop a new PQS to cover a particular piece of equipment or duty being delivered or implemented in the fleet is determined by the Learning Centers. The Learning Center PQS Manager will electronically inform NPDC, where it will be considered for approval, along with similar requests received from other PQS Managers throughout the Learning Centers. Submission of these requests will ensure that NPDC includes funding for workshops. The requests should include the following.

LEARNING CENTER PQS REVISION/DEVELOPMENT REQUEST

Originator Point of Contact Information

DATE: RANK/NAME:
CENTER:
CENTER ADDRESS:
CTR MSG PLAD: OFFICE CODE:
DSN PHONE: COMM PHONE: ()
DSN FAX: COMM FAX ()
E-MAIL ADDRESS:

For Requests To Revise An Existing PQS

NAVEDTRA NUMBER:
EFFECTIVE DATE:
PQS TITLE:

For New PQS Development

TITLE OF PROPOSED PQS:
SCOPE and APPLICABILITY:

Complete for Both New and Revision PQS Development Requests

DESIRED TIMEFRAME FOR WORKSHOP (YYMM-YYMM or QTR-FY):
WATCHSTATIONS/WORKSTATIONS/EQUIPMENT TO BE INCLUDED/REVISED:
JUSTIFICATION:

Section 2 - Annual PQS Development and Revision Schedule

Each year, in June, the NPDC PQS Program Manager conducts the annual Learning Centers PQS requirements call and develops the PQS workshop schedule. NPDC will publish the workshop schedule in August of each year. To ensure that all PQS Managers are aware of the upcoming schedule review, approximately two months before PQS Review commences NPDC will send a PQS Revision/Schedule email to all Learning Center PQS Managers.

PART THREE SUMMARY

- **PQS Managers can submit a PQS Development/Revision Request to NPDC at any time, using either an email or command letter format.**

PART 3 PQS WORKSHOP SCHEDULING

- Each June, NPDC sends an email requesting that all PQS managers review their PQS Books for possible change requirements or deletion from the PQS inventory.
- NPDC reviews submitted PQS Development/Revision requests for funding requirements.
- After the review, NPDC releases a Schedule of PQS Revision or Development Workshops for the upcoming fiscal year.

PART 3 PQS WORKSHOP SCHEDULING

PART 4 PQS WORKSHOP PROCESS

Part 4 - Introduction

After the PQS Revision or Development request is approved and scheduled, the Learning Center PQS Manager will start to prepare for the PQS Workshop convening date. The length of the PQS Revisions Workshops depends on the extent of the required revisions. The Learning Center PQS Manager will normally contact NPDC at least 30 days before the workshop convening date for funding.

Section 1 – Learning Center PQS Managers Responsibilities

The Learning Center responsible for the PQS Book is Host for the PQS Workshop. If the workshop will be held at a geographic location separate from the Learning Center, the Host Center's PQS Manager will identify a point of contact at the planned Workshop location to serve as the Host. Hosting duties are generally limited to locating and reserving a suitable workshop facility, setting up the computer projectors and furniture in a conference arrangement, and providing some administrative remarks during the Workshop Introduction on the convening day. Hosting does not require arranging for billeting, travel, or no-host socials.

Section 2 – PQS Manager's Duties

The Learning Center PQS Manager's initial responsibilities during the preparation for a PQS Workshop is to determine the number (and qualification requirements) of the SMEs needed to conduct the PQS Workshop, and to identify and setup the Workshop facility. After these tasks are accomplished, the manager's primary responsibilities are coordinating the nomination and selection of SMEs from the PQS user community and ensuring that adequate reference material is available at the workshop location. The Learning Center PQS Manager will need to provide NPDC with the out-of-area SME information, (names, rates, SSN, point of contact information) so that funding can be arranged. During the PQS Workshop, the PQS Manager normally serves as one of the primary SMEs. This is important because the familiarity with the PQS material gained during the development phase can significantly affect the ability to make judgment decisions on change recommendations during the Preliminary Review stage later in the PQS Development process.

Section 3 - Where to Hold a Workshop

PQS Workshops, which develop a new PQS, are normally held at the equipment manufacturer's facility, since the manufacturer normally has already developed the operation and maintenance manuals that will be used as references as part of the equipment procurement contract. Although this generally results in higher TAD costs, the advantage is that the experts are resident and can be summoned on short notice to clarify technical questions. An alternate location is typically the ship or station that received one of the initial equipment installations, as the personnel assigned to those units usually have developed a solid base of proficiency and experience in the equipment operation.

Normally, the best choice for a PQS Revision Workshop site is at the responsible Learning Center. Alternatives are: a service schools command that is associated with the PQS topic, or an installation co-located with a command that is a primary user of the equipment covered in the PQS. This is primarily due to the ready availability of reference publications associated with the equipment contained in the PQS manual.

When selecting a workshop room, we strongly recommend that the room be furnished with large conference tables and comfortable chairs. Avoid theater-like settings or combination chair-and-desk furniture; these simply do not provide ample room for attendees to write and to conveniently position reference materials. A room that you can lock at night allows attendees to leave their conference materials without fear of disturbance. If you and your Workshop Facilitator anticipate breaking into sub-groups, be sure you can provide a reasonably quiet area for each of them. In large conference rooms, the subgroups

PART 4 PQS WORKSHOP PROCESS

are able to spread out to all corners of the room. If you will be discussing classified information or using classified reference materials, make sure that the conference room meets the appropriate security requirements. You must also provide a secure storage location for classified material when the workshop is not in session. If possible, obtain ready access to a copying machine and computer printer. When PQS Manual section items are written or rewritten by a subgroup, it is helpful during the final Workshop Review if all the SMEs can be provided with a copy of the rewritten material.

Section 4 – Who Should Attend a Workshop

The first step in preparing for the workshop is to research and determine what type of SMEs you will need to conduct the workshop. The Acknowledgments page of the Standard to be revised should provide a starting point. The Learning Center PQS Manager should determine the type, qualifications, NEC's, and number of SMEs that will provide the widest experience base for the workshop. It is advisable to use SMEs who are currently working within the area of the PQS being revised/developed. It is also desirable to include E-6 and below personnel and to maintain a balance that represents the entire PQS user community. Include the TYCOMs, or other members of the TYCOM staff, as they are the every day user of the PQS. The fleet user has the best handle on the changes that need to be made in a revision or the user-level requirements for a new PQS. Other desirable traits for SMEs include good writing ability and computer literacy. These should be secondary, however, to expertise in the field. The PQS Managers should be aware of ship deployment schedules, other command commitments, or equipment implementation schedules, as these considerations may adversely affect your ability to identify SMEs. The scheduled time frame of the workshop may present a problem and have to be rescheduled. If this is the case, contact all participants as soon as possible to discuss alternative dates.

The PQS Manager must determine the correct mix of desired SME ratings, pay grade, and NEC skills needed to successfully complete the PQS Workshop. For a PQS Revision Workshop, a good starting point for this decision might be found in the list of SMEs who created the current version of the PQS located in the front of the current manual. For a PQS Development Workshop, the TYCOMs and SYSCOMs input and experience for the PQS user community will be the primary basis for determining the various SMEs needed to conduct the workshop. The only limitations on SME requirements are TAD funding and SME availability. The number of local area SMEs who attend the workshop is unlimited. Requests for TAD funding of out-of-CONUS (OCONUS) SMEs must be discussed with the Learning Center PQS Manager and approved by the NPDC prior to release of the convening communication. SME availability essentially means that the SME requirements that will be listed in the convening communication should be reasonably available within the PQS user community. PQS Managers can stress the need for SME attendees who hold dual or triple NEC qualifications (such as an AD1 who is QA qualified, a Flight Engineer on an aircraft, and Instructor qualified). Multiple qualification requirements will significantly limit the available pool of nominees who can meet the desired skill requirements. Ensure that your SME qualification requirements are necessary rather than desired. Requesting SME nominations of a particular rate, pay grade, and a single NEC will usually produce a larger pool of SME nominations from your PQS user community, allowing you to screen the nominations rather than just hoping that you'll get a nominee who fits a long requirements list.

PART 4 PQS WORKSHOP PROCESS

Section 5 - Reference Materials

Accurate reference material is crucial to the development of PQS. All PQS Fundamental and System line items are now referenced to an official source of information. The success of a workshop is dependent upon the identification and availability of the necessary reference materials. All SMEs should be prepared to bring the technical manuals, publications or related documents with all effective changes to the workshop in order to support desired changes to the PQS. The Learning Center PQS should have on-hand extra copies of the PQS publication under review. All PQS Fundamentals and Systems shall be referenced. *Use of Classified References* Classified references may be used in a PQS Standard, provided the title itself is not classified. For example, **NAVEDTRA 10106, Operations Specialist 2** is a classified document. If the title had ended with **(C)**, this would have indicated that the title itself was classified "CONFIDENTIAL". This would have caused the entire PQS book to be classified at the CONFIDENTIAL level (which is not allowed).

Section 6 - PQS Workshop Convening Communication

The convening email or letter is the means by which the Learning Center PQS Manager formally "asks" the TYCOMs and SYSCOMs to provide the SMEs we need to conduct the workshop. The email or letter is prepared and sent by the Learning Center PQS Manager approximately 60-90 days before the workshop convening date. This allows the PQS Manager ample time to coordinate the nomination and selection of SMEs within the PQS user community. After the selection of the SMEs who will attend the workshop, the PQS Manager will contact NPDC for TAD funding arrangements for the SMEs who will travel to attend the workshop.

Section 7 – Funding for PQS Workshop Attendees

NPDC provides travel, PerDiem, and Meals & Incidental Expenses (M&IE) funding for out-of-town SMEs selected to attend a PQS Workshop. The Learning Center PQS Manager will request funding from NPDC who will provide TAD accounting information by email to Learning Center PQS Manager's Command.

Section 8 – SME Substitution

The need for an SME substitution always presents a difficult and often short-fused situation. ***Before the Workshop Replacement*** of an SME is not a major problem. ***During the Workshop Replacement*** will significantly affect the development process and usually puts a workshop behind schedule. Absences for non-emergency medical/dental appointments or college classes are detrimental to the group dynamics. SMEs should make every effort to ensure that they will be able to attend the entire workshop without interruption.

Section 9 - No-Cost TAD Orders for Local SMEs

All SMEs stationed in the local geographic area of the workshop location should have No Cost TAD orders directing their attendance at the PQS Workshop. These orders, issued by their parent command and valid for the duration of the workshop, are required to ensure that the local area SMEs are not assigned to parent command watches, mid-shift, flight schedules or similar duties. Additionally, these orders help ensure that the command is cognizant of the SMEs' participation in a PQS Workshop, allowing the SMEs' supervisors to plan workload to allow for the SMEs' absence from the command.

PART 4 PQS WORKSHOP PROCESS

Section 10 - Workshop Facility Final Preparations

- During PQS Workshops, the Learning Center PQS Manager or facilitator will appoint a person to type the revised text. Include equipment for typing and displaying information.
- A handout map of the base and local area identifying locations such as billeting, exchanges, clubs, and dining facilities is very useful to the SMEs who are attending the workshop on TAD orders. The local MWR or ITT office can usually provide this type of map in small quantities.
- Although refreshments are not required, the attendees usually appreciate them. Poll the attendees for their preferences when the workshop convenes. Do not feel timid about assessing a small daily or weekly charge for coffee or other provisions. Also, if a Conference Fee or coffee fee is to be collected, ensure that you have an adequate supply of change. On the convening day of the conference, plan to arrive at your conference site at least one hour early to ensure that everything is ready.

Section 11 - The PQS Workshop

Each PQS Workshop is unique, dependent on each SME's experience, the group dynamics that occur as the SMEs interact, and the scope and complexity of the PQS topic. However, every PQS workshop must have a general agenda and a rough schedule in order to complete the workshop in a reasonable amount of time. The PQS Manager must keep the SMEs focused on the broader topic at hand in order to keep the entire workshop on track and productive.

Workshop Schedule

The workshop schedule is different for each PQS that is developed or revised due to the equipment complexities or depth of PQS coverage. After determining the extent of the vision or development requirements, the PQS Manager will develop an approximate work schedule during the first or second day of the workshop. However, the following topics are usually similar for all PQS workshops, and will probably be used during your workshop.

Workshop Hours

Most conferences run from 0800 to 1600 with an hour for lunch. Attention seems to lag when the workshop runs much longer than this. Plan to start the opening session fifteen minutes earlier than subsequent sessions as attendees have a tendency to socialize and renew old acquaintances during check-in on the first day.

Workshop Dates

Workshops are normally scheduled for a 5-8 workday period. Workdays are normally Monday through Friday. The PQS Manager is authorized to adjust working days and hours depending on the workshop progress. This could include designating a Saturday as a half or full workday for attendees. It does not happen often, but it has happened. In cases where a holiday falls within the scheduled Workshop, the PQS Manager will generally adhere to the local command's holiday policy.

Workshop Agenda

Once convened, PQS Workshops typically proceed using the following agenda:

PART 4 PQS WORKSHOP PROCESS

- SME Check-in and Opening Remarks (the Admin Intro)
- PQS Workshop Orientation Briefing
- A review of routine change submissions held by the PQS Manager for inclusion during this workshop.
- Discuss equipment or procedure changes that need to be included in the PQS or added during a PQS Revision
- SMEs Develop/Revise Watchstations
- SMEs Develop/Revise Systems
- SMEs Develop/Revise Fundamentals
- PQS Admin items
- Full (end-to-end) review of the draft PQS
- Closing remarks and SME checkout

Commencing the Workshop – (Admin Intro)

Start your Workshop with a kick-off or welcome aboard speaker such as the Commanding Officer, or Group or Wing Commander. If so, attempt to schedule this speaker approximately 30 minutes after the Workshop opening day start time. This will allow the attendees to “settle in” and accommodate the inevitable SME who is late due to “bad directions”. Following the kick-off speaker, the PQS Manager will deliver administrative remarks covering such topics as endorsement of travel orders; parking; dining facilities; location of the nearest DSN lines; restrooms; Workshop hours; and any other helpful information. It is a good idea to have the attendees introduce themselves. This will provide information on the professional backgrounds and expertise available for the PQS Workshop. Following these self-introductions, begin the PQS workshop orientation briefing for the SMEs.

The PQS Manager should brief the workshop SMEs about any routine change recommendations that have been submitted for the PQS in the past, but were deferred for inclusion until the next PQS Revision Workshop. These discussions will serve as a starting point for determining the initial action items for the workshop SMEs to include in the draft PQS.

Reviewing Equipment and Procedure Topics for Workshop

Whether for a PQS Revision Workshop, or for a PQS Development Workshop, the PQS Manager should conduct a brief presentation on the major equipment or systems that must be produced in the workshop. Additionally, a rough overview of the procedures, operating methods or tactics that should be covered by the PQS must also be presented. This portion of the workshop is normally conducted using an SME “open topic” or “brainstorming” discussion format.

PQS Content Development

Normally, the workshop progression is:

- Watchstation development
- System development
- Fundamentals development
- Determination of Prerequisites Requirements
- Final (end-to-end) review of the Draft PQS

At the completion of the PQS Workshop, the PQS Manager will add the required text concerning PQS applicability or indexing, then send or hand-carry the draft PQS back to the Center to begin the Production Process.

PART 4 PQS WORKSHOP PROCESS

Section 12 - PQS Format and Technical Content

The NPDC Writing Guide governs the format and style of PQS manuals. The PQS Manager will ensure that the material developed by SMEs fits the phrasing and format required by the Writing Guide.

PART FOUR SUMMARY

- **PQS Development or Revision Workshops are normally only 5-8 workdays in length, but require at least 90 days prior to the workshop to schedule, announce, and fund.**
- **The PQS Manager usually serves as the Workshop host, locates the facilities at the workshop location, coordinates SME requirements, and provides reference material.**
- **NPDC provides funding to the Learning Centers for the Workshops.**
- **During the Opening Day of the Workshop, the PQS Manager will provide admin remarks, a summary of equipment changes, and a review of submitted changes that have been held for inclusion during this workshop**
- **The Learning Center PQS Manager will outline the Workshop progress, then conduct the work**

PART 4 PQS WORKSHOP PROCESS

PART 5 PQS DEVELOPMENT/REVISION PROCESS

PART 5 - Introduction

During the PQS Workshop, the draft PQS is created by the Workshop SMEs where it enters the Production Process. The Learning Center PQS Manager continue to check the draft for correct format, accurate phrasing of questions or tasks, and precise referencing. During this process the PQS Manager and other editors will usually identify a number of errors and typo's in the draft PQS that must be corrected before the PQS can be sent out for Preliminary Review. The PQS Manager may contact SME's from the workshop to provide a correct interpretation or answer to a problem.

Section 1 – Production Process

The Workshop participants will use Skill Objects, Programs of Record (POR), Navy Enlisted Codes (NEC), other Personnel Qualification Standards (PQS), formal course content, Job Qualification Requirements (JQR), and other references to determine training deficiencies and what tasks are needed to qualify for the watchstations. If there are tasks not covered in the NEC, POR, or formal training, you should, then, develop a PQS book as a solution to closing the gap between training and qualification. If the NEC, POR, or formal training covers the task, the PQS should not be needed, as the qualification may have been completed at another watchstation or in formal training. The workshop participants should start with the 300 tasks because they are based on **performance** at the workstation. The 100 and 200 levels are support and prerequisites for the 300 tasks that are to be performed.

A Prerequisite Matrix Worksheet should also be filled out to reflect the prerequisite requirements for the book. To assist the SMEs in the prerequisite process, all fundamentals, systems and watchstations for the book should be clearly displayed by number and title. When deciding on what items are to be a prerequisite for a particular watchstation consider only the watchstation under discussion. Keep focused on one watchstation at a time. When the entire process is complete, make adjustments, if required. See sample of Matrix Worksheet below.

Prerequisites	301	302	303	304
101	X		X	X
102	X	X		X
103			X	
104			X	X
201	X	X		
202		X	X	
203		X	X	
204				X
301		X	X	R
302			X	
303	R			
304			R	
305		R		

Determine if the item is required. If yes, mark it with an "X" and if not leave it blank. To recommend an item, indicate it with an "R". Address each fundamental, system and watchstation individually. The next step is to extract the actual requirements for entry in each watchstation. If a fundamental or system is identified in another watchstation and that watchstation is a prerequisite for the watchstation at hand, do not list it again. List only non-repetitive items. **Note:** All fundamentals and systems must be used as a prerequisite at least once.

Example (cont.):

Prerequisites for 301 are: 101, 102 and 201.

Prerequisites for 302 are: 202, 203 and 301.

PART 5 PQS DEVELOPMENT/REVISION PROCESS

even though 102 and 201 are X'ed in the grid, they are not listed because they were completed in 301.

Section 2 - Personnel Qualification Standard Maintenance Continuum System (PQSMCS) Software Module (PSM)

The PQS Manager will enter the draft PQS into the Personnel Qualification Standard Maintenance Continuum System (PQSMCS) Software Module (PSM) to build a Master Task List.

PART FIVE SUMMARY

- **The PQS books should cover training deficiencies and tasks needed to qualify at watchstations.**
- **The 100 and 200 levels should support the 300 tasks.**
- **During the workshop, developers should fill out a prerequisite Matrix Worksheet to determine requirements.**
- **The draft PQS should be entered into PQSMCS by the Learning Center PQS Manager.**

PART 5 PQS DEVELOPMENT/REVISION PROCESS

PART 6 PQS PRODUCTION PROCESS

Part 6 - Introduction

After the Learning Center PQS Manager has received approval from NPDC, the PQS book is ready to enter the Preliminary Review process.

Section 1 - Preliminary Review

When the draft PQS is ready to begin the Preliminary Review process, the Learning Center PQS Manager will release the Preliminary Review message. This message is to solicit review and feedback from the PQS user community. The PQS user community will have no less than 30 days to review and respond back to the Learning Center PQS Manager. A sample message is provided below.

R 261515Z JUN 96 ZYB
From: NAVPERSDEVCOM NORFOLK VA(uc)
[NAVPERSDEVCOMMIDATLANTICNORDMS.CNET.NAVY.MIL]
Posted At: Thursday, September 21, 2006 9:31 AM
Conversation: PERSONNEL QUALIFICATION STANDARD (PQS) REVIEW FOR (NAVEDTRA 43398-18A) AEGIS COM 211329Z SEP 06
Posted To: MsgTrfc NPDC Nor

NAVOSHENVTRACEN is an automatic action addressee (reviewer) for any PQS that contains references to NAVOSH pubs or includes HAZMAT/HAZWASTE/ Safety procedures in its content.

Subject: PERSONNEL QUALIFICATION STANDARD (PQS) REVIEW FOR (NAVEDTRA 43398-18A) AEGIS COM 211329Z SEP 06

Importance: Low

R 211329Z SEP 06 PERSONNEL QUALIFICATION STANDARD (PQS) REVIEW FOR (NAVEDTRA 43398-18A) AEGIS COM

TO COMUSFLTFORCOM NORFOLK VA
COMNAVSURFOR SAN DIEGO CA
COMNAVSURFLANT NORFOLK VA
CC CNO WASHINGTON DC
NAVPERSDEVCOM NORFOLK VA(uc)
PEO SHIPS WASHINGTON DC
CENSURFCOMBATSYS DAHLGREN VA(uc)
COMNAVSEASYS COM WASHINGTON DC
PEO IWS WASHINGTON DC
AEGIS TRAREDCEN DAHLGREN VA(uc)

MSGID/GENADMIN/CENSURFCOMBATSYS DAHLGREN VA// SUBJ/PERSONNEL QUALIFICATION STANDARD (PQS) REVIEW FOR (NAVEDTRA 43398-18A) AEGIS COMPUTER NETWORK TECHNICIAN (ACNT) // POC/S. RUSSELL/CIV/CSCS N741/-/TEL:DSN 234-1061// GENTEXT/REMARKS/1. PASSING INSTRUCTIONS: PLEASE PASS TO TRAINING AND FLEET REQUIREMENTS DESKS.
2. THE ACNT PRELIMINARY PQS IS AVAILABLE ON THE PQS WEB SITE AT HTTPS:(DOUBLE SLASH) PQS.CNET.NAVY.MIL FOR REVIEW AND FEEDBACK. TO ACCESS, START AT THE HOME PAGE, CLICK ON THE OBTAIN PQS TAB.
FOLLOWING DEERS LOGIN, CLICK ON THE PRELIMINARY TAB. CLICK ON THE NAVEDTRA NUMBER OF THE PQS TO BE REVIEWED AND ENTER THE PASSWORD FROM PARAGRAPH 3 BELOW TO OPEN THE PQS DOCUMENT. THIS PQS WILL BECOME EFFECTIVE ONCE ALL FEEDBACK IS APPROVED BY THE TYCOM AND INCORPORATED BY THE LEARNING CENTER MODEL MANAGER.
3. PQS: (NAVEDTRA 43398-18A) AEGIS COMPUTER NETWORK TECHNICIAN (ACNT)
PASSWORD: 43398-18AP (LOWERCASE P)
SUPERSEDES: 43398-18
MODEL MANAGER: CENTER FOR SURFACE COMBAT SYSTEMS (CSCS)
APPLICABILITY: ALL DDG CLASS 79 AND ABOVE UNITS 4. FOR TYCOM PQS REPRESENTATIVE:
A. REQUEST YOU READDRESS THIS MSG TO UNITS YOU DESIRE TO CONDUCT A REVIEW OF THIS PRELIMINARY PQS.
B. REQUEST CONSOLIDATED FEEDBACK OF APPROVED CHANGES TO CSCS VIA MSG OR E-MAIL NLT 13OCT06.
C. PROVIDE NAMES/ORGANIZATION OF ALL PERSONNEL THAT CONTRIBUTE TO THE REVIEW PROCESS.
5. FOR REVIEWING COMMANDS:
A. REVIEW THE PRELIMINARY PQS AND SUBMIT YOUR FEEDBACK TO YOUR TYCOM PQS REPRESENTATIVE, COPY TO CSCS POC, VIA MSG OR E-MAIL.
INCLUDE COMMENTS, CHANGE RECOMMENDATIONS, AND POINT OF CONTACT WITH ASSOCIATED DSN NUMBERS.
B. IN RESPONSES, LIST EACH INDIVIDUAL ITEM OR CHANGE PROPOSAL IN FOUR PARTS AS FOLLOWS:
I. IDENTIFICATION OF PQS SECTION AND ITEM NUMBER (I.E. 101.1.2)
II. RECOMMENDED TYPE OF CHANGE (ADD, DELETE, CHANGE TO READ, ETC.) III. REASON/JUSTIFICATION FOR THE PROPOSED CHANGE
IV. REFERENCE WHICH CONTAINS THE REQUIRED INFORMATION (TO INCLUDE TITLE AND DATE OF REFERENCE, CHAPTER/SECTION, AND PAGE NUMBER).
C. CENSURFCOMBATSYS DAHLGREN VA N74 WILL INCORPORATE APPROVED CHANGES INTO PQS. FOLLOWING CHANGES, THE PQS WILL BE AVAILABLE IN ELECTRONIC FORMAT ON THE PQS WEBSITE AND THE NEXT RELEASE OF THE PQS CD-ROM.
6. CSCS POC: SCOTT.D.RUSSELL1(AT)NAVY.MIL. (540) 284-1061.

Section 2 - Preliminary Review

Upon receipt of the Preliminary Review message, the Learning Center PQS Manager should notify commands by message or email to request that they review the draft PQS. Based on experience, a small number of reviewing commands provide feedback equal in quality and quantity to that of a large

PART 6 PQS PRODUCTION PROCESS

number of commands, without the difficulties of coordinating a large number of responses. We suggest an odd number of commands, (either 3 or 5), to serve as the pool of reviewing commands. Consider the current OPTEMPO that your candidate commands are in, as an in-depth review normally takes several people about one to two weeks to complete. This may require contacting some of the candidates by phone to determine their ability to assist in the review.

Once the reviewing commands have been selected and notified of the availability of the draft PQS, they will need to download a copy of the PQS from the PQSDEVGRU website for review. Please note, while in the draft stage, the PQS is password protected, and is provided in the Preliminary Review message, and is subsequently provided to the reviewing commands when contacted by message or email. Alternately, once you have downloaded a copy of the draft PQS, you can send it to reviewing command by mailing a paper copy or e-mailing the downloaded file.

Section 3 - Requests for Extension of Feedback Deadline

Reviewing commands that require a deadline extension should contact the PQS Learning Center PQS Manager. The most frequent requests for extensions are due to late receipt of the draft PQS, or unplanned operational commitments that prevented the reviewing commands from conducting or completing the review. Before making a decision about the extension, consider the feedback submissions already received from other reviewing commands. If received feedback submissions contain little or no changes, consider if delaying consolidation message while awaiting feedback from the tardy command would produce any additional value to the draft PQS.

Section 4 - Consolidate the Feedback Submissions

After receiving the comments from all of the reviewing commands, the Learning Center PQS Manager must evaluate the merit of each suggested change or addition. The PQS Manager serves as the community authority for approving or denying the feedback submissions. If the Learning Center PQS Manager feels that the content of a submission is out of his/her area of expertise, seek out the opinions of others within the command to determine if the recommendation is valid and appropriate. The Learning Center PQS Manager should check and validate the references that reviewing commands provide with their feedback submissions. Being "pretty sure" that the topic is contained in a reference **isn't an acceptable validation method**. Open the reference publication and find the answer, just as a PQS user will have to do when completing this PQS in the community. After the changes are entered and edited, incorporate the final formatting necessary to convert the draft PQS into a smooth production-ready PQS, and then conduct a final error check of the entire PQS. After this is completed, the PQS will enter the Distribution phase.

Section 5 - PQS DISTRIBUTION

Now that the PQS has been approved, it is ready for distribution to the PQS user community. NPDC will convert the PQS from a Microsoft Word format computer file to an Adobe Acrobat ".PDF" file to make user electronic file downloads easier. Then the PQS Model Manager will prepare and release a "New PQS Announcement" message and place downloadable computer files of the new PQS on the PQS Web page.

Section 6 - New PQS Announcement Message

The New PQS Announcement message describes the NAVEDTRA Number and Title of the new PQS, details each old PQS that has been superceded by the new PQS, and explains the procedures that fleet personnel can use to obtain a copy of the new PQS. A sample New PQS Announcement message follows.

PART 6 PQS PRODUCTION PROCESS

Sample New PQS Announcement Message

```
R 101515Z SEP 96 ZYB
FM NETPDT C PENSACOLA FL //N35//
TO COMPACFLT PEARL HARBOR HI//N7/N73A//
COMLANTFLT NORFOLK VA//N7//
COMNAVAIRLANT NORFOLK VA//N7//
COMNAVAIRPAC SAN DIEGO CA//N7//
PATRON THIRTY
INFO CNO WASHINGTON DC//N889F6//
NETC PENSACOLA FL//N5221//
COMTRALANT NORFOLK VA//N71//
COMAFLOATTRAGRUPAC SAN DIEGO CA
COMAFLOATTRAGRULANT NORFOLK VA
COMNAVRESFOR NEW ORLEANS LA//N7//
COMNAVSURFRESFOR NEW ORLEANS LA//N7//
COMDT COGARD WASHINGTON DC//G-OCU//
COGARD TQC CHESAPEAKE VA
NAVOSHENVTRACEN NORFOLK VA
BT
UNCLAS //N03500//
MSGID/GENADMIN/NETPDT C//
SUBJ/NEW PERSONNEL QUALIFICATION STANDARDS (PQS) NOTIFICATION//
POC/BOER/AWC/NETPDT C/-/TEL:(850)452-1111/TEL:DSN 922-1111/TEL:FAX(850)452-1764/TEL:FAX DSN 922-1764
/AWC-SKIP.BOER(AT)CNET.NAVY.MIL//
POC/RUSSET/ADCS/PATRON 30/-/TEL:(850)772-1111/TEL:DSN 942-1111/EMAIL: N87A(AT)NASJ.NAVY.MIL//
RMKS/1. THE FOLLOWING NEWLY CREATED/REVISED PQS IS EFFECTIVE AND AVAILABLE IMMEDIATELY ON THE PQS DEVELOPMENT GROUP
WEB PAGE.

A. 43999, AVIATION GROUND OFFICER
EFFECTIVE DATE: 9609
MODEL MANAGER: NAVAL ENGINEERING
SUPERCEDES: 43111-1D
APPLICABILITY: ALL COMMANDS WITH AVIATION GROUND OFFICERS ASSIGNED.

2. THE NPDC DEVELOPMENT GROUP PQS DOWNLOAD WEB PAGE IS ACCESSABLE TO INTERNET ACCOUNTS ORIGINATING FROM COMPUTERS USING
.MIL OR .GOV ACCOUNT REGISTRATIONS AT THE FOLLOWING ADDRESS: HTTPS://PQS.CNET.NAVY.MIL/HOME.HTM

3. FOR MODEL MANAGER: REQUEST WIDEST POSSIBLE READDRESSAL AND DISSEMINATION TO COMMANDS THAT UTILIZE SUBJ PQS.//
BT
```

Section 7 - Distribution of PQS Books

Effective in 1998, NETC mandated that all distribution of PQS be shifted to electronic means. There will be no more CD-ROM delivery. Pre-printed PQS manuals are no longer available through NAVPUBFORMCEN.

Distribution by electronic media is the only method of receiving PQS books. The PQS user community can quickly download and obtain PQS manuals, as they are needed. To ensure that a standardized PQS product is delivered to each fleet customer, the entire PQS electronic file inventory has been converted to "Portable Document Format (PDF)". PDF files are read by using Adobe Acrobat Reader.

The NETPDT C PQS Web page, located under the URL address <https://pqs.cnet.navy.mil/Home.htm>, now provides the full range of PQS products, in PDF file format, including:

- PQS Program Guides
- PQS Catalog
- Officer and Enlisted Watchstation and Aircrew Evolution PQS Manuals
- Enlisted Warfare Specialist PQS Manuals
- PQS Preliminary Review Area

PART 6 PQS PRODUCTION PROCESS

In Summary

- PQS Model Mangers will release a New PQS Notification message describing the PQS and provide information on how the PQS can be obtained
- The Model Managers will disseminate the New PQS Notification message to the appropriate commands in the PQS user community
- PQS are available to fleet users in electronic formats only; and paper distribution has been phased out. It is up to the user/user command to print PQS as required.
- All electronic distributions are in a standardized file format known as “.PDF” that is viewed using Adobe Acrobat Reader
- PQS are available from <https://pqs.cnet.navy.mil/Home.htm>